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Approved For Release 2005/11/29 : CIA-RDP58-00039A000200020126-0

11 August 1955

MEMORANDUM FOR: Executive Officer  
FROM: Acting Chief, Instructional Services Branch  
SUBJECT: Weekly Activity Report No. 32  
3 - 9 August 1955

I. SIGNIFICANT ITEMS:

None.

II. OTHER ACTIVITIES:

1. Catalog of Courses - Revisions 1 August 1955, all catalogs: All the revisions have been distributed to holders of the originals.
2. The page layout and text copy for the initial issue of the publication Studies in Intelligence is now at the Printing Services Division/IO, and date of publication and distribution of the issue is tentatively set for the week of 25 September.
3. TSS Film - The first reel of the Radio Switch (VHF) Equipment orientation film has been received by AAS/ISB.
4. Instructors' Guide to Current References, 8 August issue, has been received from the Printing Services Division/IO, and distribution has been completed.
5. The plan, originally proposed by [ ] to have books and cabinets placed in the R & S Auditorium for student use has been cancelled.
6. A Requirements Data File has been set up in the Library Section/ISB, Room 208A. It will contain the continuing requirements of the instructors in OTR, as well as outstanding requests; and is intended as a reference tool for the library section to review all outstanding requirements, and will facilitate in training future staff members of the nature of the work underway by the OTR Library.

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7. Metal library stacks were transferred from the CIA Library ("M" Building) to LETS, and will be assembled as soon as space arrangements have been completed by C/LETS.

8. Bibliographies - The library has prepared a bibliography of sixty-six (66) annotated items on Psychological Warfare for WE/3. This is a quarterly requirement serviced by OTR Library for trans-mission overseas.

9. Lesson Plans Received -  - 8; Advanced CE - 2.

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10. Overseas Requests Received - Four.

11. CMT Course Material and Class Records - Sixty-four stencils have been reproduced and collated (a total of 300 copies per page), and forwarded to A & E.

12. Training Aids Completed During the Week:

a. Basic Supervision Course - 3 cartoon charts; revised 3 charts.

b. National Intelligence Orientation - Revised 1 chart.

c. OTR - Reproduction copies of floor layouts for the proposed Agency Briefing and Exhibits Area - 70 copies.

d. BOC - Repair of one display.

13. Films for  - No retention films due; 25 loan films due; 5 loan films sent.

14. Attendance at Language Films -

Portuguese - 8/3/55 -

Russian - 8/4/55 -

French - 8/9/55 -

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15. Personnel Information -

a.  has been transferred to the Operations School, effective August 8, 1955.

b.  has completed the Operations Support Course, August 5, 1955.

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